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# **Clean Vehicle Dealer and Seller Energy Credits Online Registration**

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User Guide

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This is the first release of **Energy Credits Online**. Future releases will contain enhanced functionality.

### Register Your Business

If your dealership runs into difficulty at any point in the registration process, please contact the IRS through secure messaging using your [IRS Energy Credits Online account](#).



**This guide is meant for an example of how to register. It is not intended to cover every scenario.**

This user guide is meant to help dealerships and sellers of clean vehicles register for an online account and a dealer registration so that time of sale reports can be filed, and advance payments can be made.

### The IRS uses ID.me, a technology provider, to provide identity verification and sign-in services.

- If you have an ID.me account, just sign in. Don't create a new ID.me account for your business.
- If you're a new user, have your photo identification ready. Verify your personal identity – not your business information – with ID.me.


### Have the following items on hand for registration:

- Business name as listed on Federal tax return.
- Business EIN
- If a licensed dealer, dealer license number
  - If your business has more than one, only one is needed. This is the dealer license number that will be used on all your clean vehicle credit sale reports.
- A file copy of the dealer license with .pdf, .png or .jpg extension
- Bank account and routing number if registering for credit transfer.

### Notes to users:

- The first user to register on behalf of an entity will be assigned as a 'Clean Energy Officer' for the entity.
- Once the first user has created an account for the organization, additional users can be added with approval from the Clean Energy Officer. **Publication 5902, Clean Energy Authorization Permission Management User Guide** explains the different roles of each user and will walk you through on how to add additional users.
- The business needs to be in tax compliance for advance payments, if non-compliant you will not be able to complete registration for advance payments. Visit [IRS.gov/payments](#) to make a payment.

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 [Help](#)

## Sign In or Create a New Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you don't have an ID.me account, you must create a new account.

**Sign in with an existing account**

[Sign in with ID.me](#)


OR

**Create a new account**

[ID.me Create an account](#)

### Frequently Asked Questions

- + How do I verify my identity?
- + What if I can't verify my identity?
- + What is ID.me?

 [Privacy Policy](#) | [Accessibility](#)

If you already have an account you can sign in with ID.me.

If you don't have an account, create an account and verify your identity.

For help or resources with ID.me see:

How to register for IRS online self-help tools

Internal Revenue Service and ID.me - ID.me Help Center



You are now returning to  
The Internal Revenue Service



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**i Business tax accounts are currently limited to Sole Proprietors.**

Based on our records, you may not have access to a business tax account.

**Reasons why you may not have access:**

- You are not the sole proprietor nor a designated employee of a sole proprietorship
- You are a sole proprietorship, but don't have an Employer Identification Number (EIN)
- You recently registered your business (it could take up to 7 business days for the business to show up in your account)
- Your authorized access expired
- You declined or failed to accept role within 45 days. Contact your sole proprietor for re-designation.
- Sole proprietor removed you as an authorized business user

Think you should have access? Reach out to your sole proprietor.

**Clean Energy and Manufacturing Credits**

The Inflation Reduction Act (IRA) and the Chips and Science Act (CHIPS Act) offer credits for clean energy and manufacturing investments. Start the authorization process to determine if you may be eligible for credits.

[START AUTHORIZATION](#) +

**Individual Online Account**

If you file taxes as an individual, don't have an Employer Identification Number (EIN), or don't use an EIN for tax filing purposes, visit your individual online account to view income tax information.

[GO TO INDIVIDUAL ACCOUNT](#) ↗

**Related**

Learn more about [business tax account](#) ↗

Click on start authorization for clean energy business account authorization and that will take you to the 1st step of the creation of you clean energy business account.

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IRS

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## Create Your Clean Energy Business Account

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Authorization

Personal Information

Entity Information

Attestation & Signature

Review & Submit

Confirmation

### Authorization

(\*) Indicates a required field

Before you create your account, we need to confirm that you're an authorized user.

Employer ID Number (EIN)\* ?

9 digits without spaces or dashes (for example: 123456789)

! 9 digits without spaces or dashes

Only type in your EIN. Please do not copy and paste your EIN, because spaces and hidden characters can cause your EIN to be invalid.

After you complete the creation of the clean energy business account you will receive your 1st Success screen.



## Success

You now have access to Clean Energy for [redacted].

[Go to my accounts](#)



Click on "Go to my accounts" which will take you to the available clean energy accounts for the clean energy business account that you have registered.

## Confirmation

### Personal Information

First Name

[redacted]

Last Name

[redacted]

Personal Phone Number

[redacted]

Type of Address

Domestic

Street Address

[redacted]


City

[redacted]

State/Territory

[redacted]


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**Clean Energy**

## Welcome to IRS Clean Energy

The Inflation Reduction Act (IRA) and the Chips and Science Act (CHIPS Act) offer credits for clean energy and manufacturing investments.


 **Vehicle Dealers and Sellers**  
**Clean Vehicle Credits**  
Report new and used vehicles that are eligible for a clean vehicle credit under Internal Revenue Code 30D and 25E.  
[GET STARTED](#)

At this time, only  
Vehicle Dealers and  
Sellers registration  
is available.



# | Dealer/Seller **Landing Page**

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[Clean Energy](#) / Dealers and Sellers

## Dealers and Sellers

New for 2024, clean energy tax credits allow buyers to transfer credits to dealers at the time of sale. To be eligible, you must meet time-of-sale reporting requirements and be fully registered for Advance Payments.

### Registrations

To report clean vehicle sales to the IRS, please register below:

#### Time-of-sale Reporting


Register for time-of-sale reporting. It only takes about 15 minutes. Then, at sale, submit a time-of-sale report and get copies for both you and the buyer.

- State-licensed dealers can submit time-of-sale reports for new clean vehicles (IRC 30D) and used clean vehicles (25E)
- Sellers without a state license can submit time-of-sale reports for new clean vehicles (IRC 30D)

#### Advance Payments (state-licensed dealers only)

Register to receive advanced payments. This allows buyers to transfer their clean vehicle credits to state-licensed dealers at time of purchase.

[Go to Dealer Registration Form](#)

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Click on Go to Dealer Registration Form.

The IRS uses ID.me, a technology provider, to provide identity verification and sign-in services.

- If you have an ID.me account, just sign in. Don't create a new ID.me account for your business.
- If you're a new user, have your photo identification ready. Verify your personal identity – not your business information – with ID.me.
- Continue to follow the on-screen instructions to create your account.

# | Dealer/Seller **Time of Sale Registration**

The information on the dealer registration form should be the organization's information such as phone number, address, e-mail address.

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Clean Energy / Dealers and Sellers / Dealer Registration Form

## Dealer Registration Form

- 1 Dealer Information
- 2 Attachments & Signature
- 3 Review & Submit
- 4 Confirmation

### Dealer Information

**Business Details**

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001

**Identification and Licensing**

(\*) Indicates a required field

Phone Number \*  
10-15 digits without spaces or dashes (for example: 9165551212)

Email Address \*  
For example: abc123@example.com

Are you a state licensed dealer? \*

☐ Yes

☐ No

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Enter the required information and click next.

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## Dealer Registration Form

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Dealer Information Attachments & Signature Review & Submit Confirmation

### Dealer Information

Business Details

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001

### Identification and Licensing

(\*) Indicates a required field

Phone Number \*  
10-15 digits without spaces or dashes (for example: 9165551212)

123-456-7890

Email Address \*  
For example: abc123@example.com

james.mulberry@example.com

Are you a state licensed dealer? \*

☒ Yes ☐ No

State/Territory of Licensure \*  
New York

State Dealer License Number \*  
03G4UA1234

NEXT

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If your dealership has a state license, select the “yes” button and enter the state license number below. This will be important if you later register for advance payments.

Upload any supporting documents. All files must be in .pdf, .png, or .jpg.

Check the attestation box.

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## Dealer Registration Form

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### Attachments & Signature

(\*) indicates a required field

#### Upload Documents

Document upload is **not required**, but you may upload supporting documents for your dealer registration.

- Maximum number of files: 10
- File types allowed are .pdf, .png, .jpg
- Maximum file size is 30MB per file

✓ You added Dealer\_State\_License.pdf

Drag and drop files here, or

[SELECT FILES TO UPLOAD](#)

#### 1 Attached Document

Dealer\_State\_License.pdf 2.9 MB [Remove](#)

### Attestation

Attesting to the statement below will act as an e-signature.

☒ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.\*

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Click the next button.

If you would like to remove a document click on the remove button below. A pop up box will appear asking to remove. Click on the remove button.

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## Dealer Registration Form

×

**Remove this document?**  
Are you sure you want to remove Dealer\_State\_license.pdf?  

CANCEL REMOVE

**Attachments & Signatures**

(\*) Indicates a required field

**Upload Documents**

Document upload is **not required**, but you may upload supporting documents for your dealer registration.

- File types allowed are .pdf, .png, .jpg
- Maximum file size is 30MB per file

Drag and drop files here, or

SELECT FILES TO UPLOAD

**1 Attached Document**

Dealer_State_License.pdf 2.9 MB	Remove
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**Attestation**

Attesting to the statement below will act as an e-signature.

☒ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. \*

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## Dealer Registration Form

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& Signature

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Confirmation

### Attachments & Signature

(\*) Indicates a required field

#### Upload Documents

Document upload is **not required**, but you may upload supporting documents for your dealer registration.

- File types allowed are .pdf, .png, .jpg
- Maximum file size is 30MB per file

Drag and drop files here, or  
[SELECT FILES TO UPLOAD](#)

✓

You removed Dealer\_State\_license.pdf

### Attestation

Attesting to the statement below will act as an e-signature.

☐ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. \*

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## Dealer Registration Form

✓  
Dealer  
Information

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Attachments  
& Signatures

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Submit

4  
Confirmation

### Attachments & Signature

(\*) Indicates a required field

#### Upload Documents

Document upload is **not required**, but you may upload supporting documents for your dealer registration.

- Maximum number of files: 10
- File types allowed are .pdf, .png, .jpg
- Maximum file size is 30MB per file

❗ Upload failed for Dealer\_State\_License.xls. You need a file type that is .pdf, .png, or .jpg.

✓ You added Dealer\_State\_License.pdf

Drag and drop files here, or

SELECT FILES TO UPLOAD

#### 1 Attached Document

Dealer\_State\_License.pdf  
2.9 MB [Remove](#)

#### Attestation


Attesting to the statement below will act as an e-signature

☐ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. \*

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## Dealer Registration Form

✓  
Dealer  
Information

✓  
Attachments &  
Signature

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Review &  
Submit

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Confirmation

### Review and Submit

Review your dealer details.

#### Dealer Information

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001
Phone Number	123-555-7890
Email Address	James.Mulberry@example.com
Are you a state licensed dealer?	Yes
State/Territory of Licensure	New York
State Dealer License Number	03G4UA1234

#### Attachments and Signature

Attachments	dealer_state_license.pdf
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.

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REGISTER

<

[Cancel](#)

Review information you entered, and if it is correct, click on the register button.

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## Dealer Registration Form

Dealer Information | Attachments & Signature | Review & Submit | **Confirmation**

**Success!**

You can now submit Time-of-sale reports with the IRS. Next, register to receive Advance Payments when a buyer chooses a transfer.

### Confirmation

**Continue Registration for Advance Payment Eligibility**

To request Advance Payments for IRA Clean Vehicle Credits, continue with registration.

[RETURN TO DEALER HOME](#) [REGISTER](#)

#### Dealer Information

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001
Phone Number	123-555-7890
Email Address	James.Mulberry@example.com
Are you a state licensed dealer?	Yes
State/Territory of Licensure	New York
State Dealer License Number	03G4UA1234

#### Attachments and Signature

Attachments	dealer_state_license.pdf
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.

If registration is successful you will see the "success" box.

If you only want to submit time of sale reports you are finished. Click on return to dealer home.

If you want to make advance payments when a buyer chooses a transfer click on the blue register button.

Dealer/Seller

# **Advance Payment Registrations**

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## Dealer Registration Form

### Dealer Banking Information

(\*) Indicates a required field

You'll need to provide a bank account and routing number to receive advance payments.

Also, please ensure that your business is tax compliant. ?

Account Number \* ?  
8-17 digits without spaces or dashes (for example: 00111111111)

Confirm Account Number \*  
8-17 digits without spaces or dashes (for example: 00111111111)

Routing Number \* ?  
9 digits without spaces or dashes (for example: 123456789)

Confirm Routing Number \*  
9 digits without spaces or dashes (for example: 123456789)

### Attestation

Attesting to the statement below will act as an e-signature.

☐ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. \*

REGISTER

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Enter your  
banking  
information:  
Account number  
and Routing  
number.

Provide a business  
bank account that your  
business will continue  
to maintain. The  
banking information  
provided will be locked  
with the submission  
of your advance  
payments registration.

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## Dealer Registration Form

### Dealer Banking Information

(\*) Indicates a required field

You'll need to provide a bank account and routing number to receive advance payments.

Also, please ensure that your business is tax compliant. ?

Account Number \* ?

8-17 digits without spaces or dashes (for example: 0011111111)

Confirm Account Number \*

8-17 digits without spaces or dashes (for example: 0011111111)

Routing Number \* ?

9 digits without spaces or dashes (for example: 123456789)

Confirm Routing Number \*

9 digits without spaces or dashes (for example: 123456789)

### Attestation

Attesting to the statement below will act as an e-signature.

☒ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. \*

REGISTER


Cancel

Check the  
attestation box.

Click the  
register  
button.

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## Dealer Registration Form

### Dealer Banking Information

(\*) Indicates a required field  
You'll need to provide a bank account and routing number.  
Also, please ensure that your business is a U.S. entity.

Account Number \* ⓘ  
8-17 digits without spaces or dashes (for example: 123456789101112)

Confirm Account Number \*  
8-17 digits without spaces or dashes (for example: 00111111111)

Routing Number \* ⓘ  
9 digits without spaces or dashes (for example: 123456789)

Confirm Routing Number \*  
9 digits without spaces or dashes (for example: 123456789)


### Attestation


Attesting to the statement below will act as an e-signature.

☒ Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief. \*

REGISTER

Cancel

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**Are you sure you want to submit your Dealer banking information?**

This information will be checked for error validation.

CANCEL

REGISTER


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## Dealer Registration Form



**Registration complete and pending review**  
We're verifying your bank information. You should receive your Dealer Registration ID for Advanced Payment within 48 hours.  
[Return to Dealer/Seller home](#)

### Summary

Dealer Banking Information


Account Number	XXXXXXXXXX1234
Routing Number	XXXXX1234
Attestation	Having checked this box, I declare under penalties of perjury that the information is true, correct and complete to the best of my knowledge and belief.

Dealer Information

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001
Phone Number	123-555-7890
Email Address	James.Mulberry@example.com
Are you a state licensed dealer?	Yes
State/Territory of Licensure	New York
State Dealer License Number	03G4UA1234

Attachments and Signature

Attachments	dealer_state_license.pdf
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.

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Once reviewed by the IRS, you will receive a success message and your dealer registration ID will be below.

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Clean Energy / Dealers and Sellers / Dealer Registration Form

## Dealer Registration Form

**Success!**

You have registered to receive Advanced Payments. Find your Dealer Registration ID below. Note this number for your records.

### Summary

Review the information below. Edit contact details in the Dealer Information table. For other changes, you'll need to resubmit the form. Use the "Resubmit Registration" button at the bottom of the page.

**Dealer Registration ID: GRGU12341234**

#### Dealer Banking Information

Account Number	XXXXXXXXXX1234
Routing Number	XXXXX1234
Attestation	Having checked this box, I declare under penalties of perjury that the information is true, correct and complete to the best of my knowledge and belief.

#### Dealer Information

[Edit Phone and Email](#)

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001
Phone Number	123-555-7890
Email Address	James.Mulberry@example.com
Are you a state licensed dealer?	Yes
State/Territory of Licensure	New York
State Dealer License Number	03G4UA1234

#### Attachments and Signature

Attachments	dealer_state_license.pdf
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.

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# | Dealer/Seller **Edit Phone and Email**

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## Dealer Registration Form

### Summary

Review the information below. Edit contact details in the Dealer Information table. For other changes, you'll need to resubmit the form. Use the "Resubmit Registration" button at the bottom of the page.

Dealer Information		<a href="#">Edit Phone and Email</a>
Dealer Name	Mulberry Vehicle Sales	
Employer ID Number (EIN)	XX-XXX1234	
Authorized Official Name	James Mulberry	
Mailing Address	123 Faster Horse Ave, New York, NY 10001	
Phone Number	123-555-7890	
Email Address	James.Mulberry@example.com	
Are you a state licensed dealer?	No	

### Attachments and Signature

Attachments	N/A
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.

[RESUBMIT REGISTRATION](#)

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If for any reason, you need to make edits to your phone or email, you can do so from the dealer registration form by clicking on edit phone and email.



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## Dealer Registration Form

### Edit Phone and Email

(\*) Indicates a required field

Phone Number \*

10-15 digits without spaces or dashes (for example: 9165551212)

123-456-7890

Email Address \*

For example: abc123@example.com

james.mulberry@example.com

SAVE

[Cancel](#)





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## Dealer Registration Form

### Edit Phone and Email



#### Success!

You have saved your phone and email.

[Return to Dealer Registration Summary](#)



# | Dealer/Seller **Resubmit Registration**

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Clean Energy / Vehicle Dealer or Seller Home / Dealership Registration Form

## Dealership Registration Form

Review the information below. Edit contact details in the Dealer Information table. For other changes, you'll need to resubmit the form. Use the "Resubmit Registration" button at the bottom of the page.

**Dealer Registration ID: GRGU12341234**

### Dealer Banking Information

Account Number	XXXXXXXXXX1234
Routing Number	XXXXX1234
Attestation	Having checked this box, I declare under penalties of perjury that the information is true and correct to the best of my knowledge and belief.

### Dealer Information

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 Faster Horse Ave, New York, NY 10001
Phone Number	123-555-7890
Email Address	James.Mulberry@example.com
Are you a state licensed dealer?	Yes
State/Territory of Licensure	New York
State Dealer License Number	03G4UA1234

### Attachments and Signature

Attachments	dealer_state_license.pdf
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

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If you need to resubmit your dealer registration, click on the resubmit registration button.

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Clean Energy / Vehicle Dealer or Seller Home / Dealership Registration Form

## Dealership Registration Form

Review the information below. Edit contact details in the Dealer Information table. For other changes, you'll need to resubmit the form. Use the "Resubmit Registration" button at the bottom of the page.

Dealer Registration ID: GRGU12341234

### Dealer Banking Information

Account Number	
Routing Number	
Attestation	

### Dealer Information

Dealer Name	Mulberry Vehicle Sales
Employer ID Number (EIN)	XX-XXX1234
Authorized Official Name	James Mulberry
Mailing Address	123 FASTER HORSE AVE, New York, NY 10001
Phone Number	123-555-7890
Email Address	James.Mulberry@example.com
Are you a state licensed dealer?	Yes
State/Territory of Licensure	New York
State Dealer License Number	03G4UA1234

### Attachments and Signature

Attachments	dealer_state_license.pdf
Attestation	Under penalties of perjury, I declare that the information contained herein is true, correct, and complete to the best of my knowledge and belief.

RESUBMIT REGISTRATION

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**Are you sure you want to resubmit your registration?**

**WARNING:** Once you submit your updated registration, you will lose your current Dealer Registration ID. You will receive a new ID after your updates are approved.

CANCEL

CONTINUE

If you are sure, click continue and resubmit your dealer registration.



